

## **PLANNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Planner exists is to perform responsible, advanced level professional work related to community planning and development. Takes ownership of a project to produce a quality product for our customers and employees in the Planning and Development Services Department. This classification is not supervisory. Work is performed under general supervision by a higher level professional as determined by department management.

### **ESSENTIAL FUNCTIONS**

Prepares amendments to the General Plan and Zoning Ordinance and drafts ordinance amendments often in a team atmosphere; reviews and makes recommendations on General Plan amendments; provides stipulations for development proposals to ensure compliance with the General Plan, Zoning and other related ordinances.

Provides factual and accurate information to the public regarding planning activity. When the needs of the client are not within the scope of planning activities; ensure they are quickly transferred to the appropriate department while providing them with a point of contact if they are not satisfied with where they ended with their questions.

Participates with and may coordinate the efforts of other professional staff in preparing plans and policy studies; and in writing stipulations of approval for development requests.

Conducts original research and prepares and presents findings and recommendations; provides technical information and expert advice to staff members, other divisions, the general public, and elected and appointed officials in a concise, clear manner.

Orally presents completed reports to the various Boards, Commissions, and citizen groups; periodically participates in Planning Commission, City Council, Board of Adjustment, and Development Review Board meetings.

Represents the City at meetings with outside organizations and citizen groups. Maintains a calm and professional demeanor when confronted with an emotionally charged citizen.

Seeks out the assistance of other staff members on complicated issues to ensure that all angles have been explored that lead to a sound and defensible position.

Team player who works effectively with City staff and citizens.

Creative thinker who is driven by opportunities to continually improve.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

The principles, practices, and methods used in Urban Planning.

Development related issues and concerns.

The practical aspects of zoning.

Ability to:

Apply planning principles to work assignments and develop creative solutions to problems; collect and analyze data; synthesize and communicate verbally and in writing large amounts of data to a non-technical audience.

Interpret City ordinances and policies.

Prepare plans and analyze the impacts of development proposals.

Establish and maintain effective working relationships with City Officials, other professionals, developers, other governmental jurisdictions, citizens, and co-workers.

Perceive and interpret customer needs and translate them into effective solutions and operational policy.

Listen and communicate effectively with a diverse group of people.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Urban Planning, Architecture, Landscape Architecture, Geography, or a closely related field, and two years of professional planning experience. Graduate coursework is helpful.

FLSA Status: Exempt

HR Ordinance Status: Unclassified